### Sanitized - Approved For Release : CIA-RDP70-00211R000200180009-0

Chial, samegement Staff

12 June 1955

Acting Chief, Secords Seregorout Staff

seekly seport for seek Rading 11 June 1953

#### i. Contributions

#### a. innulule

- (1) Secretard 56 cm. ft. of inactive records at the Seconds Sector from five offices, and disposed of SA cm. ft. Since I January 1950, the Center has required 3,595 cm. ft. of records and disposed of 1,682 cm. ft. for a net decrease of 1,682 cm. ft.
- (2) Approved and designed never new and five revised forms.

#### . Intengible

- (1) Assisted Lugisties Supply Division with their identification of those forms to be listed in the next issue of the Supply Catalog.
- (2) Disapproved adoption of an Employee Suggestion for revising the Agency's chain envelope, on the basis that our proposal to use the courier receipt in commetion with the envelope will accomplish the auggester's objectives.
- (3) Presentated to Area Records officers usage data on 150 safes that either had not been opened for a south, or had been opened only once or twice during periods of from 30 to 60 days. Data was collected from reviewing check sheets on about

FOIAb3b

### 2. Assignments - Active

- e. Forms in process Fifteen new and 16 revised forms are under review.
- b. Force Management Survey, British Services Sevicion

25X1A6d

4

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25X1X8

25X1X8

25X1A6a

- Destroyed ten 62. It. of immutive records and transferred mine cu. It. so the Descript Conter. Adjusted supplemental distribution stock levels at the Percents Center to climinate retention of superfluous copies by the Decretorist.
- 25X1A8a
  - (1) GOI Installation completed in
  - (2) Personnel Programment Division, 2 -Screening of Inactive amberial in the Specialized

25X1A13c

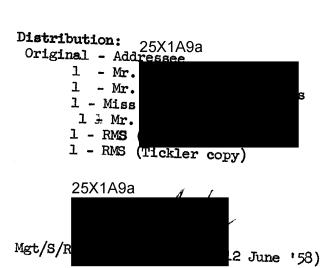
- f. Shelf File Installations.
  - (1) Aequisitions breach Library/JCh.
  - (2) Mag Liberary Division/UT.
  - (3) OF Official Personnel and Applicant Files.
  - (4) After of Security.
- 8. Document Division/CCR Sorting Fact.
- To Program Will has authorized the destruction of 66 reals of obsolete microfilm at the Pagesitory. Compositely for pushing INC desits, used as as index to the GCS Seferosco Library at the has been transferred from the Separatory to GCS Saching Division. The review of W operations by the DD/I WE Committee disclosed two finished intelligence series which most not be retained at the Separatory.

.. <u>Jest granning</u> - Leastive

- A. Pevision of Prevel Order Form Delivery of coordination draft from the printer in due 13 June.
- b. Budget Office/St Files System Survey.
- t. Fachine Fecords Division Shelf File Imptallation.
- d. Logislative Counsel Penant System for Congressional Limiton Contacts.

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25X1A9a



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